

REQUEST FOR QUOTATION FOR Solution Focused Skills training







The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Quotations are invited for the provision of **Solution Focused Skills training**.

The Authority’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the named person below.

The Authority reserves the right to carry out due diligence checks on the awarded provider.

The Authority also reserves the right to:

* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

Potential Providers who require technical support when using the LGSS eSourcing Portal (Due North) should contact the Due North support desk:

* Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
* Telephone: 01670 597 137

This facility is available Monday to Friday, 08:30 to 17:30

Alternatively you may use the electronic ticket logging system which can be found [here](http://proactis.kayako.com/procontractv3/Core/Default/Index)

## BACKGROUND

The Workforce Development Team (WDT) sits within Cambridgeshire County Council’s Children, Families and Adults Directorate which is responsible for providing services, improving outcomes and supporting families, vulnerable children and adults across Cambridgeshire.

The WDT provides a range of training opportunities to staff working in the Social care Sector and Enhanced and Preventative services, including Council and organisational partner staff and staff working within the Private, Voluntary and Independent (PVI) sector.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 25 August 2016 |
| **Deadline for Clarification Questions** | 9 September 2016 |
| **Deadline for Quotation Responses** | 5 pm 16 September 2016 |
| **Quotation Evaluation** | 19 September 2016 |
| **Contract Awarded / Start Date** | 3 October 2016 |
| **Deadline for Delivery** | n/a |
| **Contract End Date** | 31 December2017 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the Due North messaging area

## 

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via the Due North portal

**EVALUATION OF QUOTATIONS**

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method 3: Weighted combination of Quality and Price** |

**Quality Questions at 40% + Pricing at 60% = 100%**

1. **Quality Questions (Part 3 Section B)**

Quality Score % will be calculated as follows:

**Total sum of (question score × weighting of question)**

**= Potential Provider Quality Score**

**(Potential Provider Quality Score ÷ Max Quality Score Available) × “X”**

**= Potential Provider Quality %**

E.g.:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Potential Provider Quality Score** | **Max Quality Score Available** | **Score %**  **(If “X” = 40)** |
| Bid 1 | 285 | 300 | 38 |
| Bid 2 | 270 | 300 | 36 |
| Bid 3 | 225 | 300 | 30 |

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 5 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant **added value** will be provided. |
| 4 | The Potential Provider's response enables the evaluator to have a **comprehensive understanding** of how the requirement will be met. The evaluator can clearly identify **comprehensive evidence** that the response given will deliver **all** stated requirements. |
| 3 | The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify evidence that the response given will deliver **all** stated requirements.  **OR**  The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify **sufficient evidence** that the response given will deliver **most** of the stated requirements, but the solution offers added value. |
| 2 | The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify **sufficient evidence** that the response given will deliver **most** of the stated requirements. The response may have raised one significant concern or one or more smaller issues. |
| 1 | The Potential Provider's response **does not** enable the evaluator to have a clear understanding of how most of the requirement will be met. The evaluator **cannot** clearly identify that the response given will deliver all stated requirements due to insufficient evidence, the Potential Provider’s limited understanding and/ or omissions. |
| 0 | The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response. |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

**(Lowest compliant bid price ÷ Potential Provider's price) × “Y”**

e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %**  **(If “Y “= 60)** |
| Bid 1 | £45,000 | £45,000 | 60 |
| Bid 2 | £45,000 | £50,000 | 54 |
| Bid 3 | £45,000 | £55,000 | 49 |

Total score:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (%)** | **Price Score (%)** | **Total (%)** |
| Bid 1 | 38 | 60 | 98 |
| Bid 2 | 36 | 54 | 90 |
| Bid 3 | 30 | 49 | 79 |

# SPECIFICATION

**This section should be completed by the Service Manager or Lead officer responsible for the contract.**

**Please note that the headings below are simply an indication of areas that need to be taken into account and should not be considered as exhaustive.**

The Workforce Development Team provides a range of training opportunities to enhance the skills and knowledge of staff working to support and improve the outcomes of vulnerable children, families and adults

This RFQ is for the provision of a one day training course in Solution Focused Skills which will be delivered to staff working directly with service users. The course will be open to both those working in Children’s Services and Adult Social Care.

Within Children’s Services in Cambridgeshire, particularly in Childrens Social Care, there is an expectation that staff will use a Whole Family systemic approach in order to achieve better outcomes for children.

Within Adult Social Care an Early Help and intervention approach is adopted to draw together a plan for support. This is part of the Transforming Lives Strategy.

More details of services offered can be found by accessing [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

The contract is for the delivery of a minimum of 4 courses commencing January 2017 with an expected end date of December 2017, the dates for delivery will be finalised in discussion with the Council following the awarding of the contract. The Council will discuss with the provider any option to increase the number of courses.

**COURSE REQUIREMENTS**

**The Aim of the course** will be to provide staff with an Introduction to the principles of Solution Focused Skills and start to equip them with tools/techniques they will use with service users.

By the end of the course it is expected that participants will:

* Have developed an understanding of key Solution Focused Skills principles
* Understand how to initiate 1:1 sessions with service users using a Solution Focused approach
* Understand how to work with the service user to engage with the process and take ownership of their plan
* Understand how to plan with service users using a Solution Focused approach
* Be aware of Solution Focused tools/techniques that can be used with Service Users
* Reflect on how to use a Solution Focused approach within their day to day work

Following the course we would expect staff to be able to reflect on their current practice in 1:1 sessions, to move from a focus on problems to looking at solutions and outcomes based planning.

They will be working with service users to identify positives and utilise these in co-production of plans to improve outcomes. Additionally they will be able to identify the transferability of these skills and use them when working with others in multi-agency teams, which may also include the service user’s wider family.

**RESPONSIBILITIES**

The Provider will be responsible for developing course materials which will be emailed to participants either prior to or following the course – the timings will be agreed in discussion with the Workforce Development Team. The provider will also be responsible for providing a Laptop if required to deliver the course.

The Council will be responsible for the booking of venues, advertising the courses and management of booking attendees, the distribution of delegate materials and evaluations and informing the Provider of attendee details one week prior to course delivery.

**MONITORING AND REPORTING**

The Council will allocate a named course owner to work with the Provider for the purposes of ensuring successful delivery of this contract.

The contract will be monitored using the following methods:

* Level one evaluation on the day of delivery
* Follow up evaluation via Smart Survey 6 weeks after delivery to establish confidence in embedding Solution Focused Skills into practice

**BUSINESS CONTINUITY**:

The Provider shall have a Business Continuity Plan that details how services will be delivered on an ongoing basis should an emergency occur e.g. Trainer illness/shortage

# SUPPORTING INFORMATION

Note to Potential Providers – You may adjust the size of the following text boxes to suit your response.

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Voluntary & Community Sector * Charity * SME (Small and Medium Enterprise) * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## Questions

Please see section 6 for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | Please provide details about your company’s experience in the delivery of Solution Focused Skills training | 3= High |
| Potential Provider’s Response |  |  |
| 2 | Please provide details of your company’s background in the field of Solution Focused Skills in terms of knowledge base and experience of the company and trainers/training designers, including any relevant professional qualifications | 3 = High |
| Potential Provider’s Response |  |  |
| 3 | Please provide details of your company’s experience of delivering Solution Focused Skills to participants working within Local Authority Childrens and Adults Services | 3 = High |
| Potential Provider’s Response |  |  |
| 4 | Please provide details regarding how you will comply with the proposed Learning Outcomes and the specifications of the contract. Please include practical information relating to e.g. number of delegates that can be trained at each session, duration, content and assessment of learning | 3 = High |
| Potential Provider’s Response |  |  |
|  |  |  |
| 5 | Please provide details of the Quality Assurance policies and procedures used by your company and how these will be applied if you are awarded the contract | 1 = Low |
|  |  |  |
| Potential Provider’s Response |  |  |
| 6 | Please describe the training techniques and methods used by the trainer/s and the reasoning and theories for your approach in this area | 2 = Med |
| Potential Provider’s Response |  |  |
| 7 | Please describe any follow-up support you offer to course participants following attendance on a face-to-face training course | 2 = Med |
| Potential Provider’s Response |  |  |
| 8 | Please provide details regarding your company’s business continuity plan and how this would be applied to this contract in case of emergency e.g sudden illness of the trainer | 1 = Low |
| Potential Provider’s Response |  |  |
| 9 | Having read the specification what community benefits, will your organisation provide as part of your proposal?  Examples include:  1) subcontracting locally.  2) improvements to the county  3) Use of apprenticeships, etc... | 1= Low |
| Potential Provider’s Response |  |  |
| 10 | The level of insurance required is   * Employer liability £5,000,000 * Public liability £2,000,000 * Professional indemnity £1,000,000   Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | **PASS/FAIL question. Potential Providers who answer ‘No’ - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 11 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | **PASS/FAIL question. Potential Providers who answer ‘No - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |

# PRICING SHEET

## Pricing and Costs

Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

The contract is for delivery of 4 courses and the costs should outline the total sum for all 4 courses

|  |  |  |
| --- | --- | --- |
| **Component** | **Component description** | **Costs (£)** |
| Cost of the trainer/s for delivering the course schedule | Please details the full cost for supplying the trainer for course delivery |  |
| Cost of the training resources for learners and for course delivery | Please detail the full cost of supplying the resources required to deliver this contract |  |
| Management, administration and office costs | Please details the full management, administration and office costs for the delivery of this contract |  |
| Transport costs | Please detail the full transport costs relating to the delivery of this contract |  |
| Other costs (please describe in detail) |  |  |
| Other costs (please describe in detail) |  |  |
|  | **Total Costs (£):** |  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** **Solution Focused Skills training**.

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Part 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT

Terms and Conditions and further information about doing business with Cambridgeshire County Council can be found at:

<http://www.cambridgeshire.gov.uk/info/20092/business_with_the_council/37/doing_business_with_the_council/2>